

**TRANSPORTATION ASSET MANAGEMENT COUNCIL  
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

January 9, 2019 at 10:30 a.m.  
MDOT Aeronautics Building, 2<sup>nd</sup> Floor Commission Room  
2700 Port Lansing Road  
Lansing, Michigan  
**MINUTES**

**\*\*Frequently Used Acronyms Attached**

**Members Present:**

Gary Mekjian, MML  
Rob Surber, DTMB/CSS

Jonathan Start, MTPA/KATS – Chair

**Support Staff Present:**

Niles Annelin, MDOT  
Christopher Bolt, MAC/Jackson DOT  
Andrew Manty, MTU, via Telephone

Roger Belknap, MDOT  
Mark Holmes, DTMB/CSS  
Gloria Strong, MDOT

**Members Absent:**

Derek Bradshaw, MAR

**Public Present:**

None

**1. Welcome – Call-to-Order – Introductions:**

The meeting was called to order at 10:35 a.m. Everyone was welcomed to the meeting.

**2. Changes or Additions to the Agenda:**

None

**3. Public Comments on Non-Agenda Items:**

None

**4. Consent Agenda – J. Start (Action Items):**

**4.1. - Approval of the December 5, 2018 Meeting Minutes (Attachment 1)**

**Motion:** G. Mekjian made a motion to approve the December 5, 2018 meeting minutes; R. Surber seconded the motion. The motion was approved by all members present.

**4.2. – TAMC Financial Report (Attachment 2) – R. Belknap**

R. Belknap did a brief review of the TAMC Budget Expenditure Report dated January 4, 2019. There will be some significant funding left over from the culvert pilot project. These monies were allocated for the culvert project only and are not Michigan Transportation Funds (MTF). It will be determined later how these funds can be used once all committees discuss their needs and Finance provides the final amount of how much funding is left.

**5. Presentation – Demonstration of TAMC Asset Management Plan Template – A. Manty, MTU:**

MTU held training workshops in Gaylord, Saginaw and Grand Rapids that were well attended. MTU provided a template for county and a template for city asset management plans for the participants to use. The template is pretty simple and has three (3) parts – Roadsoft, an Excel data macro, and a word template. Roadsoft exports eight (8) files and pulls reports from the agency's asset data in a consistent format. The Excel data macro gives them the ability to collect and customize data to update graphs automatically, and the Word template compiles data and graphs into an

editable document, that is updated. There are 15 sections in the Asset Management Plan. If there is an agency that does not have data in Roadsoft, MTU will need to address this in the future. That would be a rare occurrence.

## **6. Review and Discussion Items:**

### **6.1. – FY 2020 TAMC Budget – J. Start/R. Belknap (Attachment 3) Action Item**

R. Belknap presented a copy of a draft FY 2016 – FY 2020 budget report. No major changes were made to the budget for FY 2020. Recommendations in the draft were based on past expenditures. Unallocated/Contingency Funds were added to the budget to cover items that may come up in the future that may need funding in FY 2020. Culvert and Traffic Signal work have not been added; TAMC support staff is still working with MDOT Finance on determining how much of the Culvert Pilot Project funds are still available. At this point TAMC does not have a basis to justify a request for funds for culverts for the FY 2020 budget. MTU stated that it will cost approximately \$12,500 for them to do Culvert training, however this was not added to the budget report. The training could be paid for out of the funds remaining from the Culvert Pilot Project. The final budget request is due to the Michigan Infrastructure Council by January 18, 2019. TAMC needs to discuss the FY 2021 budget at their June 5, 2019, Strategic Planning Session. Since there was so much money left over from the past few years that the regions did not use, it is felt it would not be good to request additional funds for culvert work.

**Motion:** A motion was made by G. Mekjian to accept the proposed drafted FY 2020 Budget with a change of Northeast Michigan Council of Government and Networks Northwest data information being swapped; R. Surber seconded the motion. The motion was approved by all members present.

### **6.2. – FY 2020-FY 2022 TAMC Work Program – Beginning Discussion of Priorities – J. Start**

The Council will need to discuss how the structure of the work program ties in with the budget at the June 5, 2019, TAMC Strategic Planning Session. We will not use a facilitator this year for the session. The Committee would like to create a process for when and how TAMC creates its budget. It was suggested to start working on the next year's TAMC budget in October, prior to the January budget due date to the MIC. TAMC will need to think about adding culverts and traffic signals especially for FY 2021. All committees need to help prioritize the items in the work program and budget.

### **6.3. – 2019 TAMC Spring Conference in Collaboration with APWA – G. Strong/G. Mekjian**

The American Public Works Association (APWA) Conference will be held on May 22 and 23, 2018, at the Treetop Resort in Gaylord, Michigan. They will hold their annual golf outing on May 21, 2018. G. Strong held a teleconference with the APWA conference planners and it was decided that the best day to hold the TAMC conference in conjunction with APWA (sharing presenters) would be on Wednesday, May 22, 2019. G. Strong will work on the rest of the logistics with APWA and start the contracts with Treetops and Otsego Resort for housing of TAMC conference attendees.

**Action Item:** G. Strong will work on the contracts with Treetops Resort (conference location) and Otsego Resort (lodging).

### **6.4. – Creating a TAMC Policy for Submittal and Review of Asset Management Plans – R. Belknap**

Public Act 325, which was recently passed, details the actual elements of an Asset Management Plan that is now required. MTU is putting together a *White Paper* that will help create a policy on how agencies will submit to TAMC their asset management plans and how TAMC will review asset management plans.

### **6.5. – TAMC Informational PA325 Webinar and Schedule of Asset Management Plans – R. Belknap**

The committee is in support of holding the informational Webinar and doing this is within MTU's current budget. The Webinar is to go over Public Act 325 and inform agencies of what the Council is doing towards meeting the Act's requirements. This is a work item in progress and will be done after TAMC has the *White Paper* that MTU is creating as previously mentioned in item 6.4. Support staff will use the paper to create a TAMC policy for the submission and requirements of the Asset Management Plans. A map was provided of the agencies that are required to do their asset management plans and when they are due. Per Public Act

325 TAMC must have an Asset Management Plan Template in place by October 1, 2019. MTU has already created that template.

**Action Item:** Support staff to write up the *White Paper* submitted by MTU into a TAMC Policy.

**Action Item:** Support staff will add the approved *White Paper* to the TAMC Website and share with the regions. Council members will share with their representing agency.

#### **6.6. – 2019 Schedule of Trainings and Conferences – R. Belknap**

Just a reminder that there are a few conferences and trainings that need Council representation. A sign-up sheet will be provided for sign-up at the full Council meeting this afternoon.

#### **7. Public Comments:**

None

#### **8. Member Comments:**

J. Johnson wanted to share that she received correspondence today from the Managing Director of Roscommon County Road Commission stating that until TAMC extends the eligible years to a reasonable time period of 3-4 years, they will not be participating in the certification program. They feel the certification deadline is not reasonable. This is in response to MTU's January 9 correspondence on the certification process.

R. Belknap had one other county requesting to lengthen the deadline.

#### **9. Adjournment:**

J. Start made a motion for the meeting to adjourn; G. Mekjian seconded the motion. The motion was approved by all members present. The meeting adjourned at 12:04 p.m. The next meeting will be held February 6, 2019 at 10:30 a.m., 2700 Port Lansing Road, 2<sup>nd</sup> Floor Commission Conference Room, Lansing, Michigan.

<b>TAMC FREQUENTLY USED ACRONYMS:</b>	
<b>AASHTO</b>	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
<b>ACE</b>	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
<b>ACT-51</b>	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
<b>ADA</b>	ADULTS WITH DISABILITIES ACT
<b>ADARS</b>	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
<b>BTP</b>	BUREAU OF TRANSPORTATION PLANNING (MDOT)
<b>CFM</b>	COUNCIL ON FUTURE MOBILITY
<b>CPM</b>	CAPITAL PREVENTATIVE MAINTENANCE
<b>CRA</b>	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
<b>CSD</b>	CONTRACT SERVICES DIVISION (MDOT)
<b>CSS</b>	CENTER FOR SHARED SOLUTIONS
<b>DI</b>	DISTRESS INDEX
<b>ESC</b>	EXTENDED SERVICE LIFE
<b>FAST</b>	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
<b>FHWA</b>	FEDERAL HIGHWAY ADMINISTRATION
<b>FOD</b>	FINANCIAL OPERATIONS DIVISION (MDOT)
<b>FY</b>	FISCAL YEAR
<b>GLS REGION V</b>	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
<b>GVMC</b>	GRAND VALLEY METRO COUNCIL
<b>HPMS</b>	HIGHWAY PERFORMANCE MONITORING SYSTEM
<b>IBR</b>	INVENTORY BASED RATING
<b>IRI</b>	INTERNATIONAL ROUGHNESS INDEX

<b>IRT</b>	INVESTMENT REPORTING TOOL
<b>KATS</b>	KALAMAZOO AREA TRANSPORTATION STUDY
<b>KCRC</b>	KENT COUNTY ROAD COMMISSION
<b>LDC</b>	LAPTOP DATA COLLECTORS
<b>LTAP</b>	LOCAL TECHNICAL ASSISTANCE PROGRAM
<b>MAC</b>	MICHIGAN ASSOCIATION OF COUNTIES
<b>MAP-21</b>	MOVING AHEAD FOR PROGRESS IN THE 21 <sup>ST</sup> CENTURY (ACT)
<b>MAR</b>	MICHIGAN ASSOCIATION OF REGIONS
<b>MDOT</b>	MICHIGAN DEPARTMENT OF TRANSPORTATION
<b>MDTMB</b>	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
<b>MIC</b>	MICHIGAN INFRASTRUCTURE COMMISSION
<b>MITA</b>	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
<b>MML</b>	MICHIGAN MUNICIPAL LEAGUE
<b>MPO</b>	METROPOLITAN PLANNING ORGANIZATION
<b>MTA</b>	MICHIGAN TOWNSHIPS ASSOCIATION
<b>MTF</b>	MICHIGAN TRANSPORTATION FUNDS
<b>MTPA</b>	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
<b>MTU</b>	MICHIGAN TECHNOLOGICAL UNIVERSITY
<b>NBI</b>	NATIONAL BRIDGE INVENTORY
<b>NBIS</b>	NATIONAL BRIDGE INSPECTION STANDARDS
<b>NFA</b>	NON-FEDERAL AID
<b>NFC</b>	NATIONAL FUNCTIONAL CLASSIFICATION
<b>NHS</b>	NATIONAL HIGHWAY SYSTEM
<b>PASER</b>	PAVEMENT SURFACE EVALUATION AND RATING
<b>PNFA</b>	PAVED NON-FEDERAL AID
<b>PWA</b>	PUBLIC WORKS ASSOCIATION
<b>QA/QC</b>	QUALITY ASSURANCE/QUALITY CONTROL
<b>RBI</b>	ROAD BASED INVENTORY
<b>RCKC</b>	ROAD COMMISSION OF KALAMAZOO COUNTY
<b>ROW</b>	RIGHT-OF-WAY
<b>RPA</b>	REGIONAL PLANNING AGENCY
<b>RPO</b>	REGIONAL PLANNING ORGANIZATION
<b>SEMCOG</b>	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
<b>STC</b>	STATE TRANSPORTATION COMMISSION
<b>STP</b>	STATE TRANSPORTATION PROGRAM
<b>TAMC</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL
<b>TAMCSD</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
<b>TAMP</b>	TRANSPORTATION ASSET MANAGEMENT PLAN
<b>TPM</b>	TRANSPORTATION PERFORMANCE MEASURES
<b>UWP</b>	UNIFIED WORK PROGRAM

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